

Job Description

Job Title	Trainee Conveyancer
Overall Aim	Undertake Conveyancing and administration duties to assist the Firm in providing an effective service to all clients. In principle this includes the provision of effective support and communication with partners, fellow staff, clients, potential clients and service providers.
Main duties and responsibilities	<p>Caseload Management</p> <ul style="list-style-type: none"> Collate and produce conveyancing quotes. Prepare client care papers. Contact clients, agents, referrers, search providers and other parties solicitors to progress active conveyancing transactions. Request documentation fundamental to the transaction. Ensure documents are returned by clients and work providers, prompting them if required and progressing transactions. Verify client identification. Ensure compliance with anti-money laundering regulations. Deal with sale, purchase and re-mortgage matters as delegated by the Fee Earner, including: <ul style="list-style-type: none"> Preliminary matters on both sale and purchase files. Obtain all required documentation from the client, other side and third parties (HMLR, HMRC and Lenders). Draft sale contracts and re-mortgage documentation as required by the Property Lawyer. Deal with lenders on both sale and purchase matters, checking redemption statements, mortgage offers and dealing with the financial calculations relating to the same as required by the Property Lawyer. Collate contract packs. Complete searches, reviewing findings and reporting back to clients. Prepare transfer documents, letters and invoices. Request and check all documents are in place and ready for exchange/ completion. Prepare files for completion including final searches, requests for mortgage advances and liaison with clients for receipt of balance funds. Maintain and upload case details on the various platforms such as Lender Exchange and LMS within their required timescales. Ensure timely transfer of files following completion to the Post Completion Clerk. <p>Administration and Filing</p> <p>Day to day administration of the conveyancing process including:</p> <ul style="list-style-type: none"> Diary management. Photocopying. Receive and make telephone calls. Typing, compiling and completing letters, forms and documents. Create client files. Monitor the conveyancing inbox daily and deal with any emails relating to current files. Ensure detailed telephone notes are maintained throughout the transaction. Preparing transfer documents, letters and invoices. Check and assess legal information and documents in line with agreed processes.

	IT and Training <ul style="list-style-type: none"> I Adopt procedures as defined in the Firm's 'Office Manual'. Correct, proper, accurate and effective use of Hunt & Coombs LLP IT systems/applications, whilst fully complying with all IT policies and procedures. I Develop skills and knowledge relating to the process of a 'sale' transaction. I Develop skills and knowledge relating to the process of a 'purchase' transaction.
Key technical skills and experience	<ul style="list-style-type: none"> I Competent in use of all relevant IT including Microsoft email and Office, digital dictation system (Big Hand), practice management system (P4W); telephony etc. I An excellent telephone manner with professional manner and good verbal communication skills. I Law Degree.
Expected key outcomes and behaviours	<p>1. Delivers consistently high quality work</p> <ul style="list-style-type: none"> I Able to complete all tasks and duties (as above) competently and to a high professional standard. I Takes care over work with good attention to detail so as to consistently deliver a professional outcome. Work is of a good standard without constant checking. I Understands and follows instructions and follows firm's and team's policies and procedures to be able to deal with routine enquiries and matters. I Seeks clarification, guidance from support team leader/fee earner when appropriate. I Presents a professional image both internally and externally and operates with the required discretion and confidentiality. <p>2. Delivers a high volume of good quality work to required timescales</p> <ul style="list-style-type: none"> I Demonstrates an understanding and clear commitment to delivering good quality work within appropriate and required timescales & deadlines. I Organises and plans own work effectively; prioritises tasks effectively based on urgency and importance and seeks clarification of priorities and timescales when required. I Alerts Fee Earners, Team Leader early to any problems or difficulties with workload or in achieving required timescales. Makes them aware of any matters requiring their urgent/prompt attention. I Works hard and efficiently to achieve and maintain a good volume of quality work output. I Prepared to adjust workload and tasks undertaken to meet team's priorities including being flexible with working hours when required. <p>A team player who works well and cooperatively with others</p> <ul style="list-style-type: none"> I Demonstrates a clear commitment and willingness to provide great client service, achieve required service standards and achieve the team and firm's goals. I Demonstrates a positive, helpful, can-do attitude and a willingness and commitment to support all fee earners and the Team Leader to deliver great and timely service to all clients. I Maintains good professional working relationships and able to work effectively and cooperatively with all members of the team and other colleagues in the firm. I Prepared to provide cover and assistance in other teams when required, for a temporary period, where resources need to be prioritised elsewhere in the firm.
Other relevant comments	<ul style="list-style-type: none"> I Must comply with the firm's policies and procedures in the Office Manual. I The Firm adopts the principles of equal opportunities and non-discrimination as detailed in its Office Manual.

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